

ICD-10 Implementation Readiness Checklist

- ✓ Complete trading partner testing (where applicable) and/or ensure that your billing intermediary and/or clearinghouse has tested on your behalf.
- ✓ Adhere to MassHealth billing instructions and transition guidance.
- ✓ Adopt the new UB-04 (CMS-1450) requirements.
- ✓ Ensure that you have sufficient cash reserves on hand during the transition to ICD-10 to mitigate any potential delays in payment that may be caused by incorrect claim submissions or other billing issues related to the transition.
- ✓ Ensure that you have a contingency plan in place to submit transactions to MassHealth in the event your organization is not ready to submit ICD-10 transactions on October 1, 2015.
- ✓ Update systems, documentation, and other business processes affected by ICD-10.
- ✓ Train internal staff on ICD-10 and ensure that billing staff have access to the POSC and are trained to data enter claims as required. Please see MassHealth's "[Get Trained](#)" page for job aids to assist providers with DDE on the POSC.
- ✓ Attend a MassHealth ICD-10 information, education, and training session.
- ✓ Review and monitor MassHealth communications and the ICD-10 website at www.mass.gov/masshealth/icd-10. Also monitor industry resources such as CMS and WEDI.
- ✓ Transition from MassHealth MMQ software to an alternative option no later than September 30, 2015.